



## OHANGWENA REGIONAL COUNCIL

TEL. 065 264300  
FAX: 065 263033  
Enq: N. T. Kaishungu

Private Bag 88011  
Eenhana

16 August 2024

### Request for Quotations for Non-Consultancy Services Lump-Sum

#### REQUEST A QUOTATION TO PROCURE AND REPLACE PARTS OF GRN 81058 FOR ONDOBE CONSTITUENCY, OHANGWENA REGIONAL COUNCIL

**Procurement Reference No: NCS/RFQ/OHRC17- 08/2024/2025**

Bid Price (Vat excl.) N\$..... (Vat incl.)N\$.....

Name of Bidder.....

Contact person.....

Tel: No: ..... Mobile No: .....

Ohangwena Regional Council P/Bag 88011 Eenhana, Church Street, Tel: 065-264300, Fax: 065-263033.





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### Letter of Invitation

..... (Bidder's Name)

.....

.....

.....

**NCS/RFQ/OHRC17 – 08/2024/2025**

Dear Sir/Madam

**Requesting a Quotation:** Request a quotation to procure and replace parts of GRN 81058 for Ondobe Constituency in Ohangwena Regional council.

The Ohangwena Regional Council invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to M. Mbango/ NT Kaishungu Ohangwena Regional Council P/Bag 88011 Eenhana, Church Street, Tel: 065-264300.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully

Signature



**Phillipus Shimhanda**

**Head of Procurement Management Unit**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ohangwena Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or;
- (b) To accept or reject any quotation; and
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for **Bid Securing Declaration**,
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

**You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.**

### 3. Validity of Quotations

The quotation validity period shall be **90 days** from the date of bid submission deadline.

### 4. Eligibility Criteria

**The bidder or supplier must submit the following documents at the time of submitting a bid to a public entity, failing which the bidder or supplier must be disqualified:**

- (a) a valid certificate of good standing with the Receiver of Revenue;
- (b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) As required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998) -
  - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;
  - (ii) an exemption issued under section 42 of that Act; or
  - (iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;
- (d) a written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007); and

(e) **a valid:**

- (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (ii) certificate of registration of a co-operative registered under the laws regulating co-operative in Namibia;
- (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
- (iv) partnership agreement in the case of a partnership, valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

**BUT** a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).

- (a) Submit a signed bid securing declaration.

## 5. Bid Security/Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

## 6. Services Completion Period

The completion period for services shall be **7 days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable

## 7. Sealing and Marking of Quotations

Quotations should be **sealed in a single envelope**, clearly marked with the Procurement Reference Number, addressed to **Ohangwena Regional Council with the Bidder's name at the back of the envelope**.

## 8. Submission of Quotations

Quotations should be deposited into a **bid box at Ohangwena Regional Council Reception area not later than 30 August 2024 at 10:00 am**. Quotations by post or hand delivered should reach Ohangwena Regional Council by the same date and time at latest. Late quotations will be rejected. **Quotations received by e-mail will not be considered.**

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website ([www.ohangwenarc.gov.na](http://www.ohangwenarc.gov.na)) of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The **Ohangwena Regional Council** shall have the right to request for clarifications in writing during evaluation. Offers that are **substantially responsive** shall be compared on the basis of evaluated cost to determine the **lowest evaluated quotation**.



## 11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## 12. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted. **Price shall be fixed in Namibian Dollars.**

## 13. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows: **N/A**

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **N/A**

## 15. Award of Contract

The Bidder having submitted the **lowest evaluated responsive quotation** and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a **Purchase Order/Letter of Acceptance** in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]*

Quotation Addressed to	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section I: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

**The validity period of our Quotation is .....days from the date of the bid submission deadline.**

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	



## Appendix to Quotation Letter

**BID SECURING DECLARATION**

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date: .....

Procurement Ref No.: .....

To: *[insert complete name of Public Entity and address]*.....  
.....  
.....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....

*[insert signature of person whose name and capacity are shown]*

Capacity of:

*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....

*[insert complete name of person signing the Bid Securing Declaration]*Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

*[insert date of signing]*

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

\*delete if not applicable / appropriate



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

#### 1. EMPLOYERS DETAILS

Company Trade Name: .....

Registration Number : .....

Vat Number: .....

Industry/Sector: .....

Place of Business: .....

Physical Address: .....

Tell No.: .....

Fax No.: .....

Email Address: .....

Postal Address: .....

Full name of Owner/Accounting Officer: .....

.....

Email Address: .....



## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I .....[insert full name], owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:** .....

*Please take note:*

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

### SECTION III: SCOPE OF SERVICES

(a) A quotation to procure and replace parts of GRN 81058, for Ondobe Ohangwena Regional council.

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/OHRC17- 08/2024/2025

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Replace: Heat shield, Clutch kit, Clutch spring + Bushes, Leaf spring bushes, rear tail lamps as well as procuring headlight cleaning kit	1	each		
Other additional costs					
Subtotal					
VAT @      %					
Total					

\* Columns A to D to be completed as applicable by Public Entity

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			



## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: **NCS/RFQ/OHRC17- 08/2024/2025**

*[Bidders should complete columns C and D with the specifications of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Replace: Heat shield, Clutch kit, Clutch spring + Bushes, Leaf spring bushes, rear tail lamps as well as procuring headlight cleaning kit		

**Specifications and Performance Standard Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: _____ <i>[to be inserted at contract signing]</i>
Notices SCC 1.4	Any notice shall be sent to the following addresses: Secretary: Procurement Committee, Ohangwena Regional Council, Private Bag 88011, Eenhana, Tel. 065-264300 Fax 065-263033 and the contact name shall be: Enquiries: <b>Fillipus H. Shilongo</b> For the Supplier, the address and contact name shall be: _____ _____
Authorised Representatives SCC 1.6	The Authorised Representatives are: For the Public Entity: <b>Moses Mbango/ NdelineekelaT. Kaishungu</b> For the Supplier: _____ _____
Effectiveness of Contract SCC 2.1	The date on which this Contract shall come into effect: <b>Date of issue/ receipt of the Purchase Order.</b>



Starting Date SCC 2.2.2	The intended starting date for the commencement of Services is: <i>Date of issue/receipt of the Purchase Order.</i>
Intended Completion Date SCC 2.3	The intended completion date is <i>7 days from date of issue/acceptance of the Purchase Order.</i>
Prohibition GCC 3.2.3(c)	List of Activities: _____
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity SCC 3.9	Restrictions on the use of documents prepared by the Service Provider are:  <b>None</b>
Payments of Liquidated Damages SCC 3.10.1	Liquidated damages for the whole contract are <i>2% of the delivered price of good/service the delayed items per week.</i> The maximum amount of liquidated damages for the whole contract is <i>10% of the final contract price.</i>
Lack of Performance Penalty SCC 3.10.3	The percentage <b>5%</b> to be used for the calculation of lack of Performance Penalty is <i>not applicable.</i>
Performance Security SCC 3.11	No performance of Security is needed

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____
Contract Price SCC 6.2(a)	The amount in local currency is <b>NAMIBIAN DOLLARS</b> .
Terms and Condition of Payment SCC 6.4	Insert the payment terms in line with the GCC. <b>Full payment following service delivery and submission of an invoice and other the document listed as Eligibility Criteria.</b>
Interest on Delayed Payments SCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents. <b>An invoice showing Purchaser's name ; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal supported by the Acceptance Certificate issued by the Purchaser.</b>  The interest rate is <i>2% of the delivered price of the delayed items per week</i> . The maximum amount of liquidated damages for the whole contract is <i>10% of the final contract price</i> .
Price Adjustment SCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects SCC 7.1	The following inspections shall be carried out: <i>quality of parts</i> . The defect liability period is:
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement SCC 8.2.3	Not Applicable
Dispute Settlement SCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider) N/A
Dispute Settlement	Not Applicable



SCC 8.2.5

**SCHEDULE 4****QUOTATION CHECKLIST SCHEDULE**

*[Public Entity to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: NCS/Rfq/ OHRC17-08/2024/2025**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Written Undertaking form	
Original valid or certified copy good standing from Social Security Commission	
Original valid or certified copy good standing from Inland Revenue (MoF)	
Valid certified copy of company Registration Certificate (Founding Statement)	
Valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;	
A certified copy of certificate indicating SME Status (for Bids reserved for SMEs);	
VAT registration number;	

**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.